



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: 27513 - Visual Communications Specialist

Salary Range: \$90,823 - \$139,523

Vacancy Open Period: 10/20/15 – Open Until Filled. This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Position Type: Permanent

Who May Apply: Internal and External Candidates

Duty Location: Washington, D.C.

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information:

This is an opportunity for a GS-13 to GS-14 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Current GS employees at the same grade as the advertised position grade may apply.

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee, assignment will be made to the position at the employee's current GS grade and salary.

The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



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Key Requirements for External Candidates:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

Component or Office Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities:

- Serve as a project leader for creative design efforts, define project requirements, develop production timelines, select appropriate formats, research the graphic content, prepare concepts for customer review, produce final artwork, coordinate with stakeholders, ensure quality control, and prepare and deliver digital files for final hard copy or soft copy output.
- Serve as the senior technical/creative resource for assigned team projects, provide alternative approaches and mediums for consideration, review concepts and final artwork, and recommend or incorporate revisions for team projects to ensure adherence to technical production and quality control standards.
- Oversee all IC IG branding and marketing efforts, including strategy development and campaign execution.
- Plan and manage projects, providing technical and creative direction for all aspects of production activities; design complex publication products such as books, foldouts, newsletters, corporate identity, iconography, etc., as well as three dimensional exhibit and display designs and logos.
- Plan and design briefing products, web products, and websites, partnering with clients to ensure inclusion of project requirements; plan and develop original, innovative graphic concepts, formats, templates, and/or standards for product design.
- Define, clarify, and communicate customers' requirements and strategies and coordinate with customers to plan projects; work closely with customers and planners, assess work order parameters on complex projects, collect information, negotiate production schedules, arrange services, and resolve difficult procedural and production problems that may arise.



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Knowledge, Skills and Abilities (KSAs):

REQUIRED

- Demonstrated experience with branding strategy formulation and execution; print and digital visual communications production.
- Extensive knowledge of graphic design and photography including Adobe Photoshop, Adobe Illustrator, InDesign, Powerpoint and web content management design tools.
- Demonstrated ability to use innovative and creative problem solving and analytical thinking skills to organize, clarify, and enhance alternative approaches to multimedia production products and develop highly effective graphic design solutions.
- Extensive knowledge of production processes from inception to delivery, project planning and management, graphic content research and development, coordination and collaboration with key stakeholders, standard operating procedures, technical standards and processes, digital file formats, printing and imaging facility capabilities, e-publishing process, and policy.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.
- Strong interpersonal skills demonstrated by the ability to interact effectively with customers, senior management, technical staff, and project team members; ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.

How You Will Be Evaluated:

Applicants are encouraged to carefully review the position description and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

Benefits:

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>



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- Flexible Spending Accounts for Health Care and Dependant Care:
<http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

JOB INTERVIEW TRAVEL: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

How to Apply:

A complete application must include the following:

- RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- KSAs** - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.
- COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- PERFORMANCE EVALUATIONS** - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.



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Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace R. McPherson*) and hoylegr@dni.ic.gov (*Greta A. Hoyle*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What to Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

Agency Contact Information:

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov